

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3318 **TITLE:** RECREATION DIVISION SUPERVISOR I **GRADE:** S-27

DEFINITION:

Under direction to serve as head of a division with County-wide responsibility for a specific program area such as Playgrounds, Hobby Classes, Competitive Sports, Performing and Fine Arts, Youth Services, or Senior Services; and to do related work as required.

TYPICAL TASKS:

Plans, initiates and supervises a specialty program of recreation activities for the entire County;
Supervises and trains subordinates and volunteers in the activities of the recreation specialty;
Prepares the division's budget;
Researches and adopts new concepts in the specialty;
Serves as County recreation consultant in the specialty;
Interprets the philosophy of the County's recreation program to the general public;
Prepares reports on the recreation specialty;
Approve the hiring of part-time employees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of public recreation; ability to plan and develop programs in the recreation specialty;
Ability to maintain effective relationships with employees and the general public;
Ability to effectively train and supervise employees;
Ability to write clear and concise reports;
Knowledge of the principles and practices of casework supervision and knowledge of current trends and methods for helping delinquent and pre-delinquent youth, may be required for Youth Services.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with degree in recreation or a related field (e.g., psychology, sociology, gerontology) plus four years of progressive, full-time experience in community recreation activities, or in leadership of the specialty in a related field.

REVISED: January 30, 1987